Public Mining Claims Geographic Index

Menu Option: Pub MC Geo Index.

Purpose: This index is used to list claims by geographic area. The report includes geographic information (meridian, township, range, section, subdivision), geographical state, county, field office, serial number, lead serial number, case type, claim name/number, claimant(s), county book/page, location date, last assessment year, and a case closed date when applicable.

Selection Criteria: The criteria input for the report is found in Lands & Mineral System Report, under the Public Mining Claims Reports section. There is a combination of mandatory and optional criteria.

The mandatory criterion includes administrative state, case disposition and either Meridian/Township/Range, OR Meridian/Township/Range/Section.

Additional criterion that can be used includes subdivision (NE,NW,SE,SW), geographic state, county, administrative agency, district office, and field office.

Procedure:

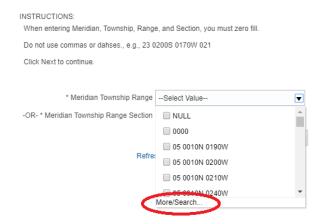
1. Select **Pub MC Geo Index** from the reporting menu.



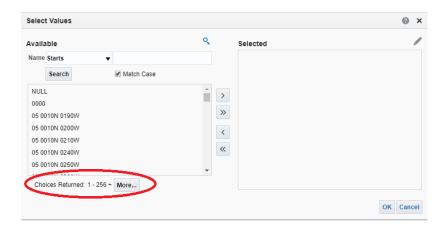
Please notice that the mandatory criterion is indicated with an asterisk.

Identify the Mandatory Information:

- 2. *Admin State: Select one or more from the list, or select "All Column Values".
- 3. *Disposition: Select one or more from the list, or select "All Column Values".
- 4. *Meridian, Township, Range OR Meridian, Township, Range, Section: Make one or more selections from one of the options, using the down arrow button next to the field. Do not make a selection from both options. The report will not return any results.

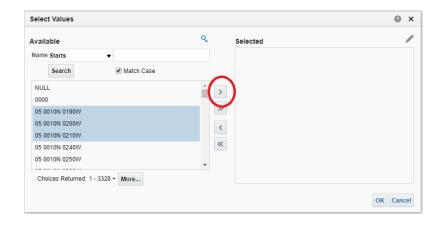


The drop down lists only displays a limited amount of selections. To see more, click on "More/Search...".

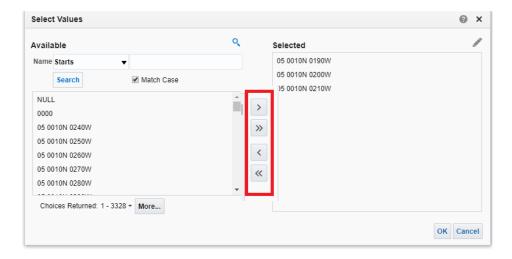


Approximately 256 rows of choices will be displayed at a time. To view more rows, click on the "More" button to see the next set of choices. Use the scroll bar on the right side of the list to view all of the choices.

Click on a selection to highlight it. You can select one or more by holding the Ctrl key and clicking on the row(s) you would like.



Click on the right arrow (>) to move your selection(s) to the "Selected" column.



The single right arrow (>) moves the only the selected rows to the right. The double right arrows (>>) move ALL rows to the "Selected" column on the right.

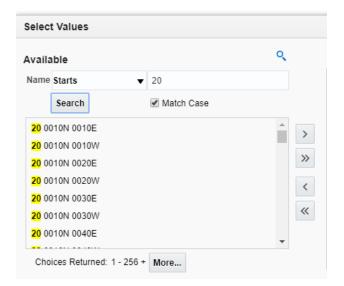
The single left arrow (<) moves only the selected rows in the "Selected" column back to the left side and they are no longer a part of the search. The double left arrow (<<) moves ALL rows in the "Selected" column back to the left side.



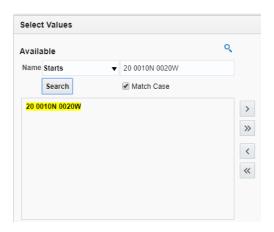
You may also search for specific values. The default is to search with any values that "Starts" with a particular set of characters. Other options are:



Since the Meridian, Township, and Range is a concatenated field, you must enter the search criteria in the format shown. For example, to search for any value that "Starts" with the Meridian of 20, enter 20 into the search field and click the Search button.



All values beginning with 20 are displayed.

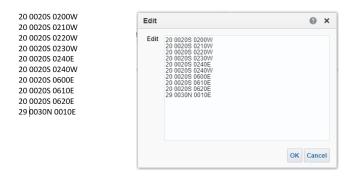


If you are searching for a specific value, it must be entered exactly as shown above.

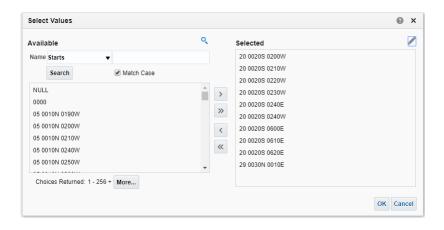
If you have a file with the Meridian, Township, Range, (and Section), you may copy and paste the list into the "Selected" area of this search box. Click on the Pencil icon in the upper right corner.



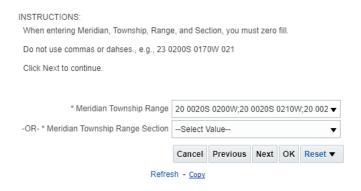
This launches a small "Edit" box. From a Word document or Notepad, copy the list of values. The values must be in the proper format, one Meridian, Township, Range, (and Section) per line, single spaced.



Then use the copy feature to copy the list of values. Place your cursor inside of the "Edit" box, and press Ctrl – V to paste the list into the box. Click OK.



This places the list of values into the "Selected" column.



The list of values is now shown in the criteria page, separated with a semi-colon. Click Next to continue with the selection of other optional criterion, or click OK to process the report.

Identify the Optional Information:

5. **Subdiv** (**Subdivison**): Enter the two character subdivision in ALL CAPS. To enter more than one, they must be separated by a comma with no space. The subdivision is the quarter section where the claim is located (NE, NW, SW, SE).

(Ex: NE or NE,SW) Subdiv	

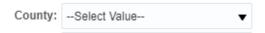
6. **Geo State:** You must first select the admin state(s). When the admin state has been selected, only the geographical states associated with the administrative state appear in the list of Geo States. If the admin state has not been selected yet, all states appear in the selection box.

Click on the drop down arrow to see the list of geo states. Select one or more from the list, or leave the selection as "All Columns Values" (default).



You may also enter the geo state(s) directly into the criteria box. Geo states are entered as two character code and must be in all CAPITAL letters, e.g., MT = Montana. Multiples may be entered with a semi-colon and no space, e.g., MT;SD (Montana and South Dakota).

7. **County:** You must first select the admin state(s). This will narrow to one or more specific counties for the admin state(s) selected.



Click on the drop down arrow to see the list for county. Select one or more from the list, or leave the selection as "All Columns Values" (default).

8. **Admin Agency:** The values displayed in the selection box are based on the selected administrative state(s). Click on the drop down arrow to see the list of administrative agencies. Select one or more from the list, or leave the selection as "All Columns Values" (default).

Admin Agency	Select Value ▼
Autiliii Agency	Select value

9. **District Office:** The values displayed in the selection box are based on the selected administrative state(s). Click on the drop down arrow to see the list of district offices. Select one or more from the list, or leave the selection as "All Columns Values" (default).

District Office	Select Value	▼	Eigld Offic	. The welves	ماله منا المدينة	
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are based on	the selected	administrative	state(s) and o	district office(s	s). Click on the	drop down

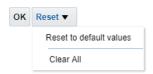
arrow to see the list of field offices. Select one or more from the list, or leave the selection as "All Columns Values" (default).



11. **Admin Agency Code:** Click the dropdown for Admin Agency Code. Select the Admin Agency Code value from the list box, or enter it into the text box. Use the More/Search option to view all Admin Agency Codes. Refer to Reference Codes if needed

Process Report:

12. After selecting all criterions, click **OK** to process this report. You may also reset the criterion by clicking on the down arrow next to Reset. Select either Reset to default values, or Clear All.



When processing has completed, there are two views for this report. The default view displays the Mining Claims Geographic Index Report. The second view is the Banner Page. Click on the down arrow to select a different view.

Mining Claims Geographic Index Report ▼ Click on the down arrow to select the view you would like.

Mining Claims Geographic Index Report:

Pub MC Geo Index Report



Banner Page:

MINING CLAIM GEOGRAPHIC INDEX REPORT



The Banner Page displays the criterion used for the report.

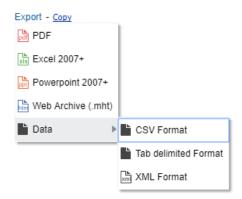
At the bottom of each view, there are several options to choose:

Return - Refresh - Print - Export -

- Return Returns to the criteria page.
- Refresh This will process the report again and refresh the data that is displayed.
- Print Allows you to print this report to .pdf format, or HTML format.



• Export – Allows you to export the data to various formats:



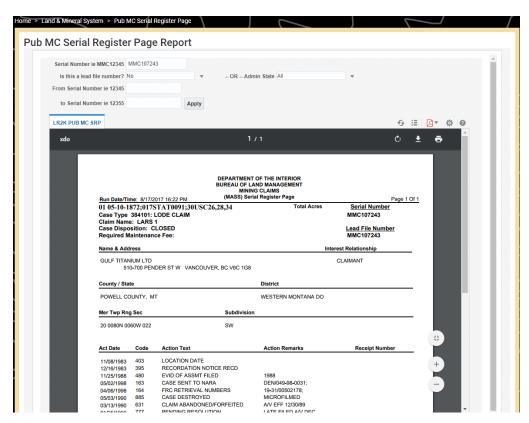
Links to Serial Register Page (SRP)

When the results of the report are displayed, the Serial Number and Lead Serial Numbers are displayed in blue. This indicates there is a direct link to the Serial Register Page for the particular Serial Number or Lead Serial Number. If the Lead Serial Number is selected, it will link directly to the Lead Serial Number and all associated Serial Numbers. This is only accessible in the report display. Once the document is converted to .pdf or Excel the link is not available.

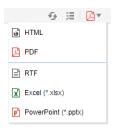
To go to the SRP – click on a Serial Number or Lead Serial Number. Then click on the "SRP" link. Please be patient. It may take some time for the SRP to load. The SRP will be displayed

in a new page. You will notice tabs at the top of the screen that allows you to return to the report after viewing the SRP.





When the SRP is displayed, you may print it in pdf format. Click on the red Adobe icon in the upper right corner. Several options are available, but pdf is recommended.



Print Report:

Hover the cursor into the upper right corner. You will see the printer icon which allows you to print this SRP in hard copy or save to a pdf file.

You may close this new page to return to the results of the report.

